

City of Rocky Mount, NC

Request for Qualifications (RFQ # 609)

To Update the Travel Demand Model of the

Rocky Mount Urban Area Metropolitan Planning Organization (MPO)

March 6, 2012

Request for Qualifications

The CITY OF ROCKY MOUNT is seeking a qualified consulting firm to update the MPO Travel Demand Model. Firms are invited to submit a Statement of Qualifications for this task by 4:00 pm on Friday March 30, 2012.

The current model uses TransCAD, a transportation GIS software, with a base year of 2005 and a horizon of 2035. The model is a traditional four-step model for automobile and truck traffic, but bike, pedestrian and transit trips are not modeled.

Scope of Services

The Scope of Services includes activities for updating the Travel Demand Model of the Rocky Mount MPO including:

- Socio-economic forecasts based on 2010 census data and employment records
- Work with the City and NCDOT to upgrade the model interface
- Perform field work in Rocky Mount as needed to validate the model
- Provide documentation and explanation of the modeling process used in the upgrade
- Provide demonstration of the model and guidance for using the model
- Review and verify that model results at each of the four steps meet acceptable standards and practices of NCDOT for all years of the model
- Deliverables shall include a valid travel model with a base year of 2010 and a horizon of 2040. The model shall function for the interim years of 2020 and 2030.

Standard Terms and Conditions of Request for Qualifications

1. The City of Rocky Mount reserves the right to reject any and all Qualification Statements, to consider alternatives, to wave irregularities and to re-solicit Qualification Statements. The City of Rocky Mount will not discriminate against any firm submitting a Qualification Statement because of race, creed, color, national origin, religion or handicap.

2. All qualification submittals must be valid for a minimum period of sixty (60) days.
3. The City of Rocky Mount reserves the right to select the firm with the most responsible and responsive Qualification Statement which it finds to be within the best interests of the City.
4. The City of Rocky Mount makes no guarantees to any firm until such time the City approves the negotiated contract.

Project Contact

The City of Rocky Mount's contact for this project is Principal Transportation Planner, Bob League.

Telephone 252 972-1129 Fax 252 972-1176 or by email at bob.league@rockymountnc.gov

Payment for Services

The firm agrees to bill the City of Rocky Mount as each task is completed and approved with a 30 day net payment.

Qualification Statement Content

Qualification Statements should address the following criteria:

1. Personnel
Provide the firm's name, address, contact name(s), telephone number(s) and email address.
2. General Profile and Qualifications
Provide a general profile of your firm. Also provide the qualifications that the personnel of your firm possess in order to prepare the services outlined in this RFQ. Provide names of principals, key persons, or associates who would be involved in the project and their qualifications. Provide a list of similar projects completed by the person/firm, giving names, addresses, and phone numbers of clients.
3. Scope of Services
Provide an outline of the understanding of each task of the project. Summarize the basic approach to providing the services, and any recommendations on improving efficiencies in the process. Provide the names of the staff that will be assigned to complete each task.
4. Summary Timeline
Include a timeline for completion of each task. Provide estimates of man-hours

required for the major components of the upgrade with cost per hour rates.

Contractual Arrangements

The City of Rocky Mount will make payments to the firm based upon the completion of tasks and receipt of monthly progress reports, which shall include at a minimum:

1. Summary of activities during the period
2. Adherence to schedule, project milestones, and budget
3. Problems encountered during the period, and
projected activities for the next period.

Supervision and Clarification

The firm shall work under the supervision of Bob League, representing the Department of Engineering for the City of Rocky Mount. Any clarifications, questions, or inquiries for additional information may be directed to Mr. League at 252-972-1129 or email bob.league@rockymountnc.gov.

RFQ Deadline

Qualification Statements shall be submitted by **4:00 p.m., March 30, 2012** to:

City of Rocky Mount
Purchasing Division
One Government Plaza
P. O. Box 1180
331 S. Franklin Street
Rocky Mount, NC 27802-1180

Attn: Delton L. Farmer
Ref: RFQ # 609 Update Travel Demand Model

Equal Employment Opportunity

The City of Rocky Mount does not discriminate in any of its programs and activities. The Consultant awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against, on the basis of race, sex, religion, age, national origin, or disability. In addition to these requirements, since federal funds may be used to finance this project, the successful Consultant shall comply with all civil rights requirements applicable to transportation-related projects.